



DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON DC 20310-0600

1 6 MAR 2005

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MEMORANDUM FOR

**ALL PERSONNEL, OFFICE OF THE ASSISTANT CHIEF OF STAFF FOR
INSTALLATION MANAGEMENT**

ALL PERSONNEL, US ARMY INSTALLATION MANAGEMENT AGENCY

SUBJECT: Housing Personnel Selective Placement Factors

1. References:

- a. Army Regulation 690-950, Career Management, 31 Dec 01.
- b. Chapter 41 of Title 5, United States Code, revised as of 1 Jan 02.

2. Purpose: To establish selective placement factors for candidates for promotion and job selection for grades GS-12 through 15 in the Career Program 27.

3. Effective immediately, the following criteria must be used for consideration during the candidate evaluation processes, including promotions, for all Army housing positions for grades GS-12 through 15 (see enclosure):

- a. Knowledge of private-sector business practices and methodologies, to include real estate, private-sector financing and the fundamentals of military housing privatization.

- b. Completion of formal real estate and privatization courses, i.e. Institute of Real Estate Management Certifications, National Apartment Association Certifications, and university housing related courses.

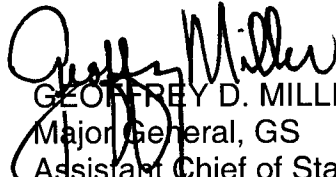
- c. Experience relating to private-sector business practices and methodologies directly associated with housing, such as property/asset management, real estate, construction, and finance.

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4. As the Army moves aggressively into partnerships with the private sector, senior housing personnel must possess the appropriate skills to efficiently and effectively manage Army housing.

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GEORGEY D. MILLER
Major General, GS
Assistant Chief of Staff
for Installation Management

CF:
ASA (I&H)
M&RA/CPP

JOB SEARCH CRITERIA SHEET

We are processing your Request for Personnel Action for the position identified below using Resumix. Merit principles require a job analysis to be performed to identify job related criteria to be used to distinguish high quality candidates from those minimally qualified. Candidate's skills are matched against the highly qualifying job related skills. Major duties from the position description were entered in the system and skills were extracted. The next step requires you as a Subject Manager Expert to further refine the skills to be used. Please identify skills as either Required or Desired in accordance with the definitions listed below. Skills not appropriate should be left blank and will be omitted.

Vacancy Announcement No:

Requisition No:

Position Title: Housing Management Specialist, GS-1173-13

Recruiter:

Organization: HQDA, Assistant Chief of Staff for Install Mgt,
Facilities and Housing Directorate, Housing Finances
Washington, DC

MAJOR DUTIES

Serves as staff advisor on all matters relating to the Army Family, Unaccompanied, Transient Housing and Furnishings Management Programs.

1. Develops staff policies for all aspects of family, unaccompanied personnel housing, and furnishings programs (acquisition, management, operations, utilization, disposal, etc.) for approval by the Secretary of the Army. Studies, analyzes and interprets housing policies issued by higher authority and provides technical interpretations and implementing instructions to housing personnel at the installation level throughout DA. Formulates guidance for Assistant Chief of Engineers (ACE) issuance to field commands to assure a uniform system of housing and furnishings management at all command levels compatible with DOD requirements. (30%)
2. Develops the Army staff position on papers referred by higher authority, major commands or field activities, and on any papers concerning housing and furnishings management within Department of the Army (DA). Establishes the Army staff position on new legislative proposals of DA and on legislative proposals initiated by DOD, other military departments, other government agencies or Congress. Coordinates with major Army commanders, joint commands, overseas commanders, and DA staff agencies submitting recommendations for the ACE to the Chief of Staff and Secretary of the Army or through them to the Secretary of Defense. (30%)
3. Visits field installations to review the implementation of the Army housing and furnishings operations and management programs; ascertains that accepted practices and principles are adhered to; and determines problem areas that require solution at DA level. Prepares recommendations for the Assistant Secretary of the Army to authorize deviations from established policy when conditions warrant such action. (5%)
4. Represents the DA as a technical consultant in meetings with DOD, Navy, Air Force and other government agencies to coordinate housing and furnishings program activities among agencies. (5%)
5. Incumbent will serve as the staff advisor in any of the following areas:
 - a. Army worldwide-unaccompanied personnel housing program. This includes acquisition, disposal, conversion, diversion, reallocation, operational aspects of assignment, inventory, and occupancy of

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unaccompanied personnel housing; leasing or contractual operation of facilities maintenance of unaccompanied personnel housing; requirements surveys and special studies; interface with recreational AFI housing programs; furnishings; custodial and welfare service support for unaccompanied personnel housing; and standardization and revitalization of barracks, including initial issue of furniture.

b. Army centralized family housing management program and operation of the General/Flag Officer Quarters (GFOQ) which includes planning, directing and coordinating all phases of the program.

c. Army worldwide family housing program which includes acquisition, disposal, conversion, diversion, furnishings, and operational aspects of the family housing program. Is responsible for planning and directing all phases of the Army's centralized family housing leasing program, including Sec 801 & 802 programs.
(30%)

Performs other duties as assigned.

Skill Definition:

- Required Skill:** Skill(s) that must be brought to the job and as such could not be learned readily during the normal orientation period. Candidates must meet all Required Skills to be referred.
- Desired Skill:** Skill(s) that make the candidate better able to perform the job. The number of matching Desired Skills may be used to establish a cut-off point for which to refer the best qualified.

Step 1 - Please Identify (in priority order) at least one and up to three Required Skills from among the list below. Mark 'R1' beside the skill for the most important Required Skill, 'R2' for the second and 'R3' for the third, if applicable.

Step 2 - Please identify the Desired Skill(s) (at least one) by marking 'D' beside the skill.

Step 3 - Please add additional skill(s) you feel are appropriate and identify Required or Desired as described above.

Qualifications

Policy Development	Interpreting Policy	Program Planning
Program Direction	Acquisitions	Disposal
Lease	Facility Util	Facilities Maint
Janitorial	Engineering Exp	Leases Equip-Facilities
Policy Analysis	Legislative Prop	Legislative
Housing Policy	Family Policy	Family Housing
Community Program	Furniture	Program Coord
Program Operations	Maintenance Ops	Employee Services
A Contracting	Mil Projects	COE Real Estate
Operations Facilities	ACE	Private-sector business practices

Additional Skills (Enter Skills, as necessary)

If you have any questions, please feel free to contact me at the following telephone number: DSN 458-0084 Thank you for your cooperation.

CONFIDENTIALITY STATEMENT: You must protect the confidentiality of the development of the Required and Desired Skills.